

CONFIDENTIAL

DD/S&T# 3441-79

DD/A 79-1763/2

3 July 1979

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Data Processing
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

FROM: Don I. Wortman
Deputy Director for Administration

SUBJECT: Establishment of DDA/R&D Panel ☐

25X1

1. It is of importance that the Directorate takes a greater interest in R&D activities. We must rely to a large extent upon the DDS&T and it is clear that research projects proposed by the DDA are in increasingly tight competition with other Agency components for R&D dollars. Because of this competition and particularly in times of shrinking resources, it is important that we communicate clearly and on a timely basis with DDS&T as the annual R&D planning cycle proceeds. ☐

25X1

2. As a means of better controlling the R&D process in the DDA a panel is established referred to as the DDA/R&D Panel. Its membership will consist of three technically qualified officers, one each from the Office of Communications, the Office of Data Processing and the Office of Security. ☐

25X1

3. The functions of the DDA/R&D Panel are as follows:

a. Establish direct access to DDS&T Plans Staff on behalf of the DDA/R&D efforts.

b. Establish intra-DDA order of priority of DDA/R&D related activities.

c. Keep abreast of the funding allocated by DDS&T to each DDA program as the R&D cycle progresses.

d. Maintain contact with DDA Offices so that newly generated R&D projects are included in the overall DDA proposals.

25X1

DD/A 79-1763/2

e. Serve as a conduit for correspondence among DDA Offices and DDS&T on R&D matters.

f. Submit coordinated R&D requirements to the DDA Management Staff in phase with the program cycle. (The Management Staff must be kept informed as well on R&D requirements that surface outside the program cycle where a funding or reprogramming action is evident.)

g. Refer to the DDA issues or problems that cannot be resolved by the R&D Panel.

25X1

4. The DDA/R&D Panel will be chaired on an annual rotating basis among the three technical representatives. Serving on the Panel are:

25X1

5. I fully expect that the R&D Panel will prove a more efficient way of negotiating business on R&D matters between our respective Directorates, particularly as we face stronger competition for resources.

25X1

Don I. Wortman

EO/DDA; 3 Jul, 79

Distribution:

Orig - Ea Addressee
1 - C/ISS
1 - C/MS
1 - DDA Chrono
1 - DDA Subj
1 - RFZ Chrono
1 - CDM Chrono

CONFIDENTIAL

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

Approved For Release 2003/09/04 : CIA-RDP83-00156R000200100018-6

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Establishment of DDA/R&D Panel

DD/S&T 3441-79

FROM:

Don I. Wortman
Deputy Director for Administration

EXTENSION:

NO

DD/A 79-1763/2

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Deputy Director for Science
and Technology - Rm 6E607/5/79
6 JUL 1979WUN
R

In order to do a better job, enhance communications, and ensure timely responses throughout the R&D planning cycle, a DDA/R&D Panel has been established. Attached is the DDA memorandum which announces the establishment of the Panel. Henceforth, would you please have your R&D Planning Staff contact the current Chairman, Mr. [redacted] on R&D matters.

2.

C/PandRS

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1→2 Pls. disseminate additional copies, incl. one to ZZ and LD, as appropriate.

Lea: ODE
ORD
OSO
OFS
C/PRS